



VetPD Online Learning Center

User Guide

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Logging in to your Account

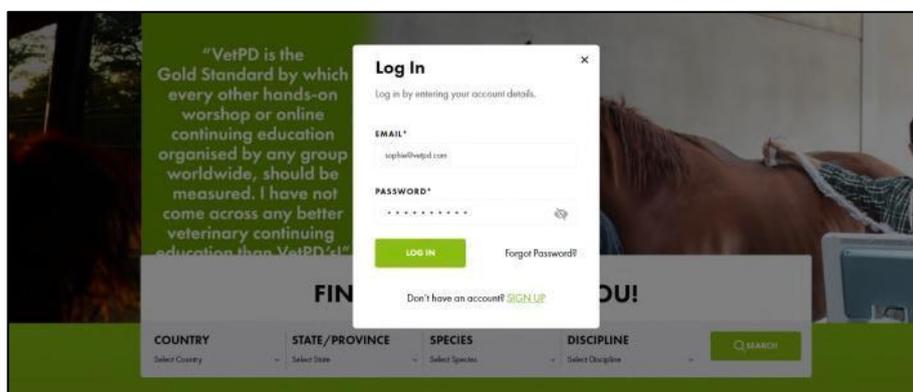
Step by Step Video: [How to log in to your VetPD Account](#)

Step by Step guide below:

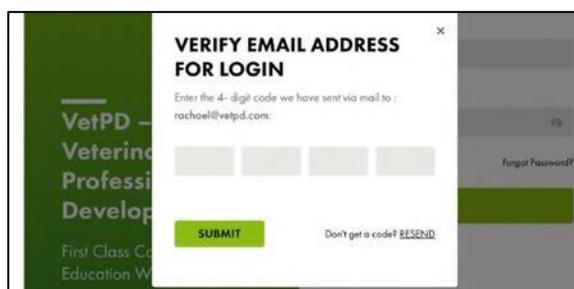
Click on login (top right corner).



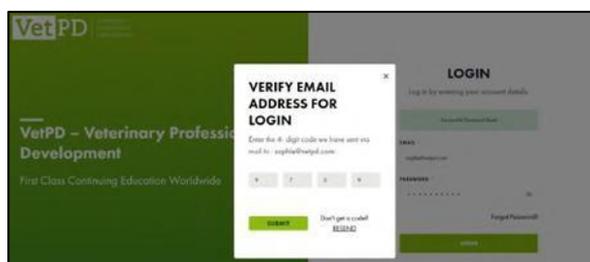
This will open the following dialogue window:



When you click 'Login' you will be sent an email with a verification code to enter.

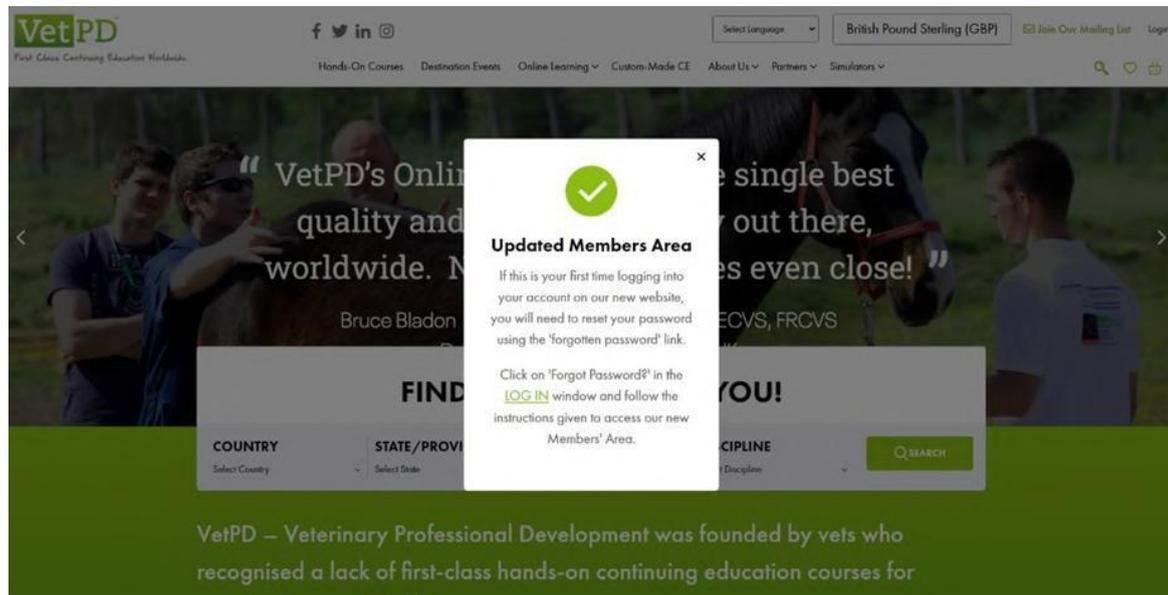


Enter in the code that has been sent to your inbox and click 'Submit'.



Please note: You will be sent a verification code every time you log in as we have implemented 2-factor authentication to keep your data safe.

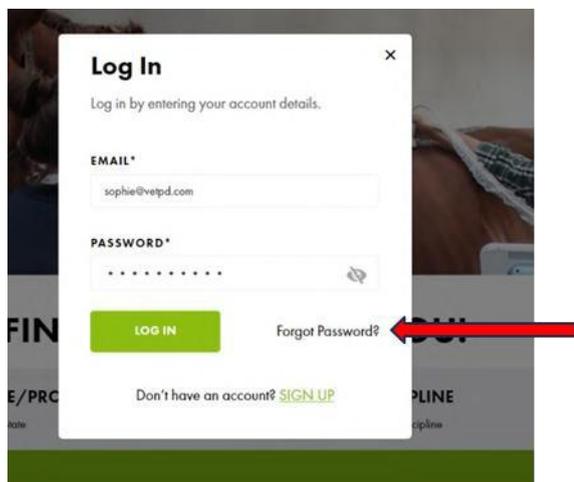
If this is the first time you are logging in on the new website and you already had an account on our previous website you will be prompted to set a new password (see below)



Forgot/Resetting your Password

Step by Step Video: [How to change your Password](#)

Step by Step guide below:

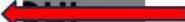


Log In ×

Log in by entering your account details.

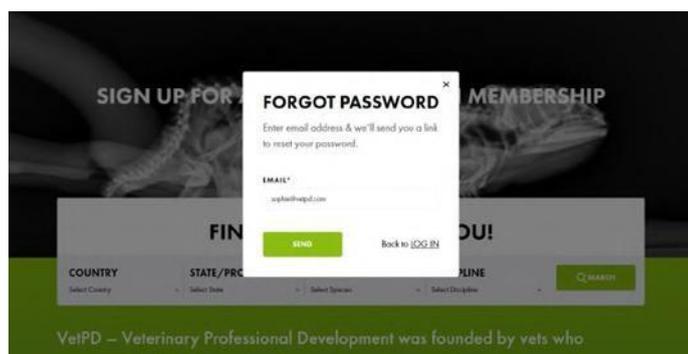
EMAIL*

PASSWORD*

LOG IN [Forgot Password?](#) 

Don't have an account? [SIGN UP](#)

Go back to the log in button in the top right-hand corner of the page and in the login dialogue window click 'Forgot Password'



FORGOT PASSWORD ×

Enter email address & we'll send you a link to reset your password.

EMAIL*

SEND [Back to LOG IN](#)

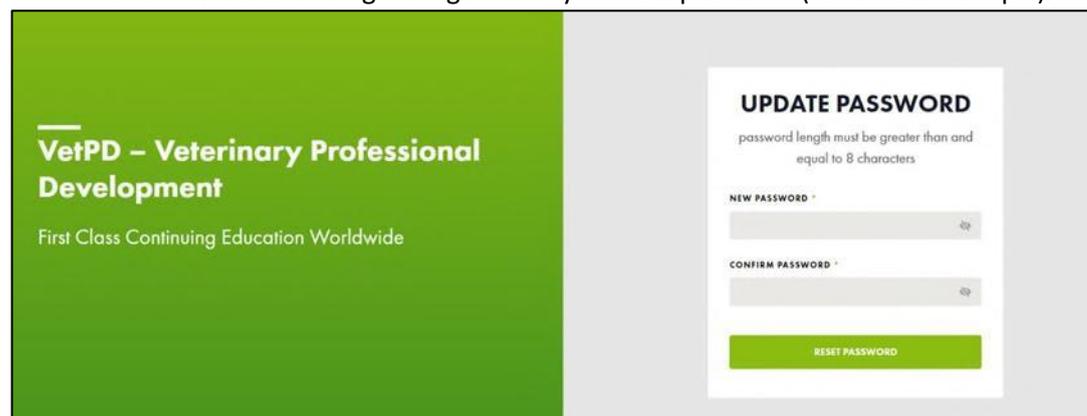
Enter your email address. Click 'Send'

Open up the email that will be forwarded to your inbox. Check your spam/junk folder if you don't see an email.

Click on the link in that email called 'Reset password'.

Enter a new password of your choice. Please note it will require Upper- and Lower-case letters and a symbol (please don't use the symbol '&'). Once done – Click 'Reset password'

Go back to the website and login in again with your new password (see below example).



VetPD – Veterinary Professional Development
First Class Continuing Education Worldwide

UPDATE PASSWORD

password length must be greater than and equal to 8 characters

NEW PASSWORD *

CONFIRM PASSWORD *

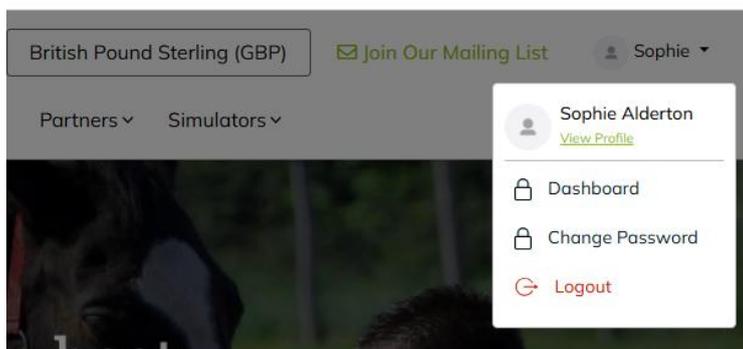
RESET PASSWORD

How to change your Email Address in your VetPD account.

Step by Step Video: [How to change your Email Address](#)

Step by Step guide below:

Log into your account. Click on your name in the top right-hand corner and click on 'View Profile'



 A screenshot of the 'Basic Info' profile page. The page has a light grey background with white form fields. A red arrow points to a small green pencil icon in the top right corner of the 'EMAIL*' field, which contains the address 'sophhowlett@yahoo.com'. Other fields include 'TITLE*' (Mrs), 'FIRST NAME*' (Sophie), 'MOBILE / CELL NUMBER*', 'PRACTICE NAME', 'ADDRESS*', 'CITY*', 'COUNTY/STATE/PROVINCE*', and 'POST CODE / ZIP*'.

Click on the green pencil in the email field.

This will bring up a pop-up box and an OTP number will be sent to your existing email address. Please enter the OTP number into the boxes provided and click 'SUBMIT'.

 A screenshot of a white pop-up box with a grey border and a close button (X) in the top right. The title is 'VERIFY OLD EMAIL ADDRESS'. Below the title, it says 'Enter the 4-digit code we have sent via mail to : sophhowlett@yahoo.com'. There are four empty input boxes for the code. At the bottom, there is a green 'SUBMIT' button and a link 'Don't get a code? RESEND'.

 A screenshot of a white pop-up box with a grey border and a close button (X) in the top right. The title is 'PROVIDE NEW EMAIL ADDRESS'. Below the title, there is an input field labeled 'Enter Email'. Below that is a green 'VERIFY' button. At the bottom, there are four empty input boxes for a code, a green 'UPDATE' button, and a link 'Don't get a code? RESEND'.

This will bring up a new pop-up box. Please enter your new preferred email address and click on 'VERIFY'.

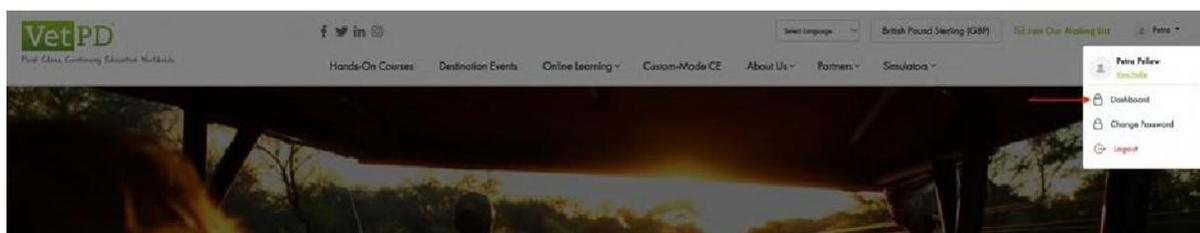
This will send a new OTP number to your new email address. As before please enter the OTP number into the pop-up box and click on 'UPDATE'. This will then save your new email address to your VetPD account.

How to Access an Upcoming Panel Discussion.

Step by Step Video – [How to join an Up-Coming LIVE offering](#)

Step by Step guide below:

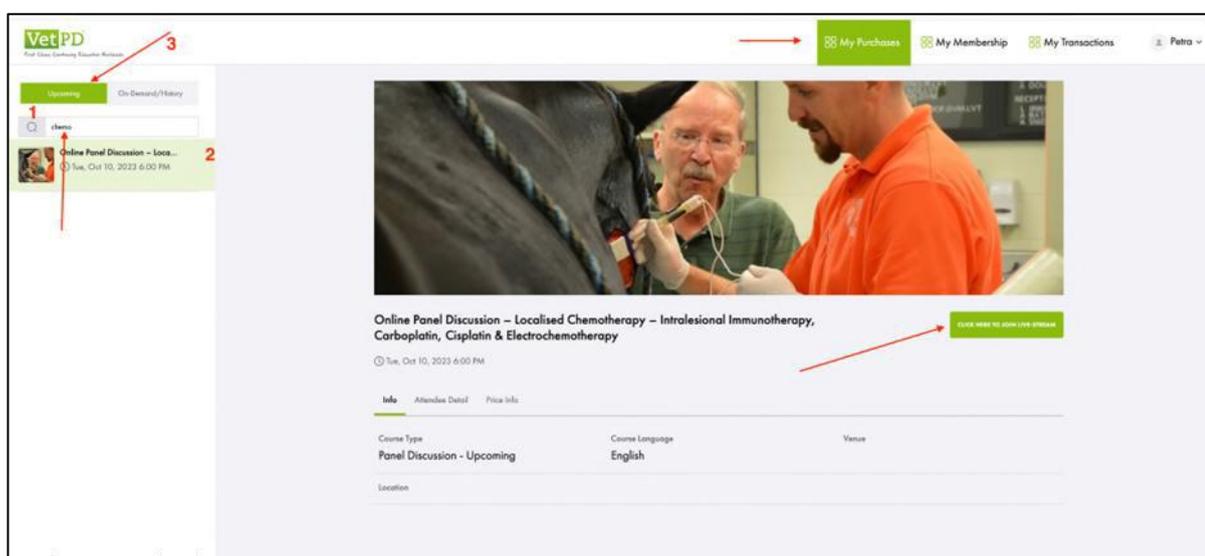
Log into your account. From the drop down in the top right corner next to your name select 'Dashboard'



Click on 'My Purchases' (see red arrow), which brings up the list of available panel discussions split into upcoming and on-demand/history on the left-hand side (see point 1).



Panel Discussions can be selected by either using the keyword search (1) or the scrollbar (2) on the left-hand panel (Keyword only, not by author).



For upcoming live streams stay on the 'Upcoming tab' (3).

To join a live stream, click on the green button 'Click here to join live-stream' at the time when the panel discussion or webinar goes live. Times can be verified on the listing of the website. Most offerings start at 6PM UK, 7PM CET, 1PM EST and 3AM AEST.

For attending a LIVE stream due to take place in the near future – you can still click on the ‘Click here to join live-stream’ green button, and you will be directed to the zoom registration page.



Panel Discussion – The Jaundiced Cat - liver disease (inflammatory disease and hepatic lipidosis) including feline triaditis

Date & Time Feb 27, 2025 06:00 PM in London 

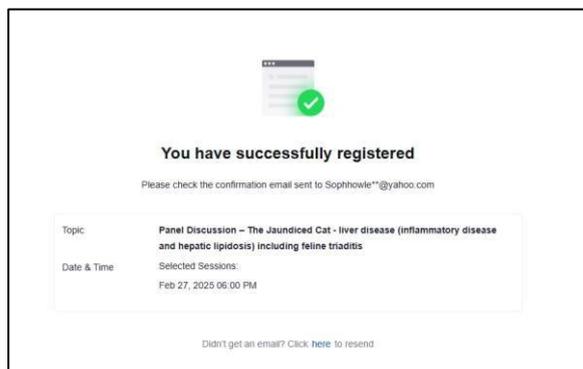
Webinar Registration

First Name* Last Name*

Email Address*

Information you provide when registering will be shared with the account owner and host and can be used and shared by them in accordance with their Terms and Privacy Policy.

Just add your name and email address and click on the ‘Register’ button – and you will be sent an email with your invitation to join the live session directly from Zoom.





You have successfully registered

Please check the confirmation email sent to Sophhowlett@yahoo.com

Topic:	Panel Discussion – The Jaundiced Cat - liver disease (inflammatory disease and hepatic lipidosis) including feline triaditis
Date & Time	Selected Sessions: Feb 27, 2025 06:00 PM

Didn't get an email? [Click here](#) to resend

How to Access an On-Demand Offering and complete MCQ's.

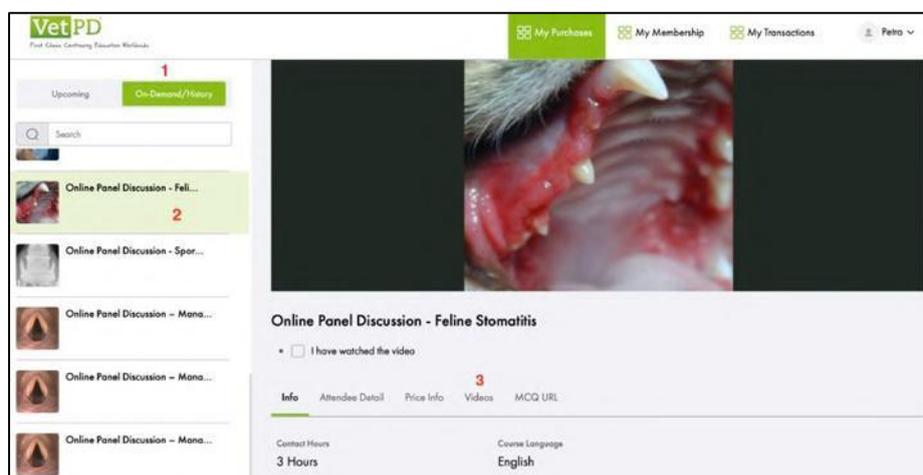
Step by Step Video – [How to watch an On-Demand Offering and complete MCQ's](#)

Step by Step guide below:

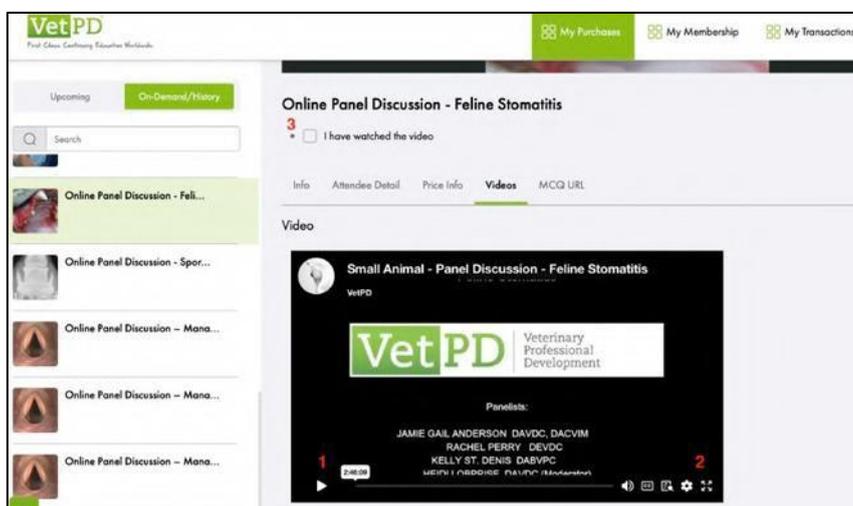
When you watch one of our LIVE offerings – you will be emailed a copy of your Certificate of Attendance approx. 48 hours after the event has taken place.

When you watch one of our On-Demand offerings – you will need to complete and pass the associated Multiple-Choice Quiz/s (MCQ's) for the RACE accreditation to obtain your Certificate of Attendance.

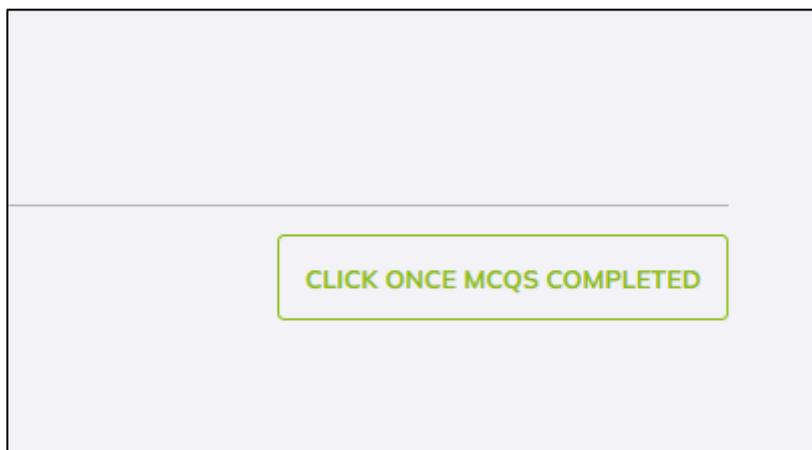
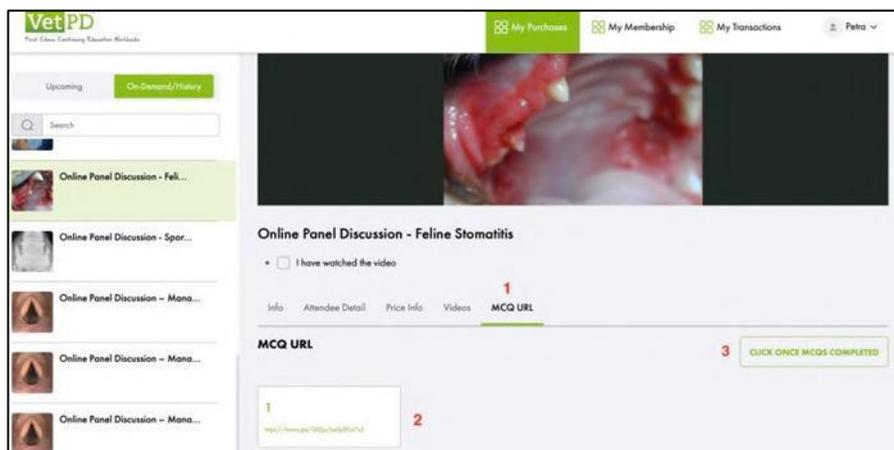
For on-demand click on On-Demand/History (1), search for your online offering of your choice and click on it (2). Select 'Video' from the tabs on the left-hand side (3).



Click the play button (1). It is possible to watch the video full screen by selecting this option from the video tool bar (2). Clicking 'I have watched the video' (3) will send an email to VetPD notifying us that you are looking for your certificate of attendance confirming that you have watched the video.



You can then access the MCQ quizzes by clicking on the tab 'MCQ URL' (1) and then the link/s (2).



Once you have completed all of the forms, click on the Green box 'Click once MCQ's completed'.

This will send an email to VetPD notifying us that you are looking for your certificate of attendance confirming that you have completed the MCQ's.

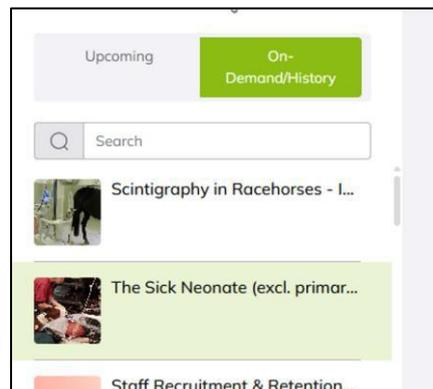
Your Certificate will then be sent out to you in approx. 48 – 72 hours by email and added to the offering within your VetPD account.

Where to find your Certificates of Attendance within your VetPD Account

Step by Step Video: [Where to find your Certificate Of Attendance](#)

Step by Step guide below:

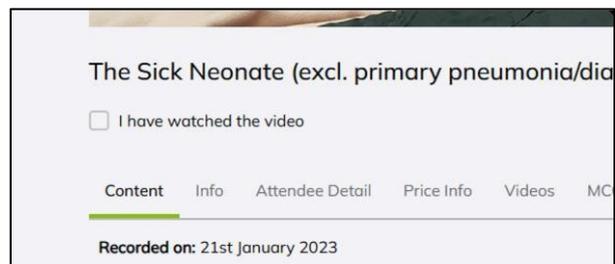
Go to the offering within your account (by going to your dashboard and clicking on the on-demand/history tab) and clicking on the relevant title like the example:



You should then see it in green writing under the main picture for you to click on and download like shown:



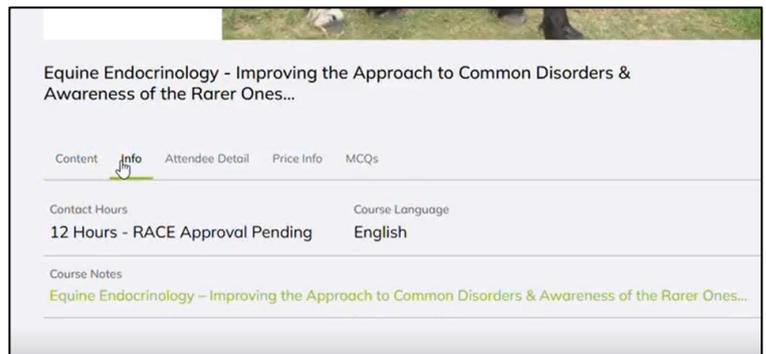
If you cannot see it - please make sure you click in the tick box 'I have watched the video' (like the example below), and then it should appear for you.



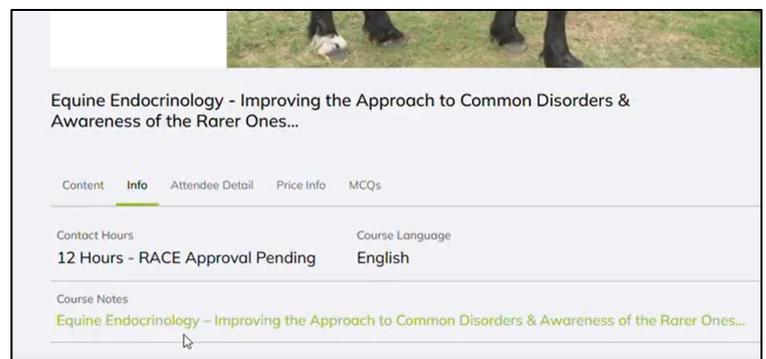
Where to find Course Notes / Reference Materials in your VetPD Account

Step by Step Video: [Where to find Course Notes / Reference Materials](#)

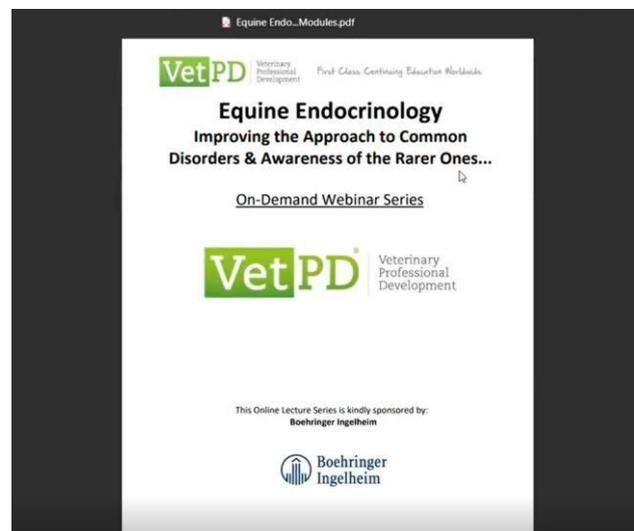
Go to the offering within your account and click on the 'Info' tab.



Here you will find the link/s to any materials that have been provided.



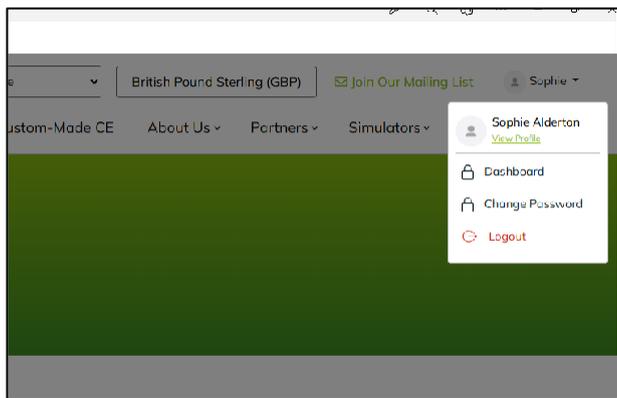
Click on the link/s and the documents will open up in a new window.



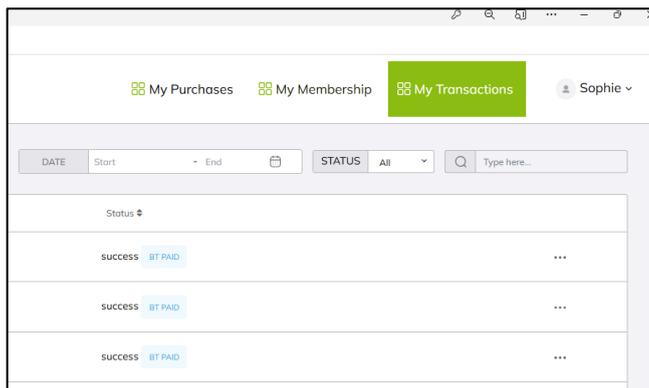
Where to find your Invoices within your VetPD Account

Step by Step Video: [Where to find your invoices](#)

Step by Step guide below:



Click on your name in the top right hand corner and choose 'Dashboard' from the drop down menu.



Click on 'My Transactions'. This will bring up all of the invoices in your account for every offering that you have purchased.

To open up the invoice you would like to view, click on the three dots at the end of the row and click on the pop up 'Download Invoice'.





Name	Sophie Alderton	Invoice Status	Success
Invoice Number	031707	Invoice Date	15-Jan-2025
Company Name	Vpd		
Address	Hffix Thrthjrh, Rbrtrdyrt Rt, Tmyrtrthrh, Afghaniaton, Tthyth E		

ORDER DETAILS

15 Jan 2025 - 12 Mar 2025 Equine Pain Recognition, Assessment & Management

First Name :	Sophie
Last Name :	Alderton
Attendance Type :	Online Lecture Series
Attendee Type :	Qualified Vet

Subtotal: GBP 808.59

BANK DETAILS

GBP (VetPD Ltd. - GBP Account)

You can either print out the invoice or save it in your personal files, but a copy will remain in your online VetPD account for you.

For Practice Memberships

The person purchasing the membership will be the administrator of the panel discussion membership. Once the membership has been purchased, they are able to add the other vets of their clinic/vet school etc to allow them access to the panel discussions. They also may remove members and thus switch colleagues if someone leaves or starts.

How to Add a colleague to your Practice Membership

[Step by Step Video: How to add a colleague to your practice membership](#)

Step by Step guide below:

Go to your dashboard and select 'My Membership' (1). Then click on Add Member (2)

The screenshot shows the VetPD dashboard with the 'MY MEMBERSHIP' section active. The 'Equine' tab is selected. The current plan is 'Practice / Clinic' for USD230.00/month, valid from 04 October, 2023 to 19 October, 2023. There is an 'UPGRADE PLAN' button. To the right, the 'Members Added' count is 0, and the 'ADD MEMBER' button is highlighted with a red circle and the number 2. Below this is a table of transactions.

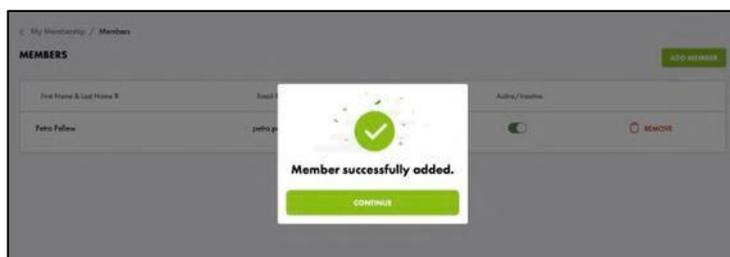
Transaction Date	Transaction ID	Membership Plan	Membership Period	Members	Amount	
04 October, 2023	#8f95e443-6398-4efa-9e11-84e7764940a4	Practice / Clinic	04 October, 2023-19 October, 2023	01	USD 230	...

Click on 'ADD MEMBER' on the following window:

The screenshot shows the VetPD dashboard with the 'MEMBERS' section active. The 'ADD MEMBER' button is highlighted with a green box. Below the button is a table with columns for 'First Name & Last Name', 'Email', and 'Active/Inactive'.

First Name & Last Name	Email	Active/Inactive

Enter the name and email of the colleague to receive access to the panel discussions. If the membership should include the person purchasing the membership their name also needs to be added.



How to Remove a colleague from your practice membership

Click on 'Remove' next to the name of the member you want to remove. The space is automatically added back to the membership and a new colleague can be signed up following the process above.



Upgrade of membership

If you are interested in upgrading your panel discussion membership to allow for more vets of your practice/clinic to have access to panel discussions, please get in touch with the office (info@vetpd.com).